

On-Site Kids' Club Program 2018-2019

Registration Packet



Joseph Widmer Elementary
 751 Stonebridge Lane, Lathrop



Mossdale Elementary
 455 Brookhurst Blvd., Lathrop



Lathrop Elementary
 15851 5th St., Lathrop

KIDS' CLUB PROGRAM

Philosophy

- The City of Lathrop Parks and Recreation Department is pleased to provide a quality Kids' Club program that meets the before and after school child care needs of the families in Lathrop. Kids' Club is committed to providing a fun, safe, age-appropriate recreational program, which encourages social development and promotes health and wellness.

Kids' Club is a recreational before and after school program for children currently enrolled in grades K-8. Children are encouraged to participate in group activities such as arts, crafts, sports, games, science, and reading.

- Kids' Club strives to maintain a **ratio of 1 staff to every 14 children**. However, we are **not** a licensed childcare program.

Hours of Operation

- Before School Program operates from 7:00 am until the beginning of school.
- Afterschool Program operates from the end of school, last bell, until 6:00 pm.
- Kinder Club is available at select locations for children enrolled in half day Kindergarten classes.
- Kids' Club will operate daily Monday through Friday when school is in session.
- Kids' Club will be closed during the following school breaks:

Labor Day September 3, 2018

Fall Break October 15-19, 2018

****Camp Offered****

Inservice Day November 2, 2018

Veteran's Day November 12, 2018

Thanksgiving November 22-23, 2018

Winter Break December 24, 2018-January 8, 2019

****Camp Offered****

Martin Luther King Jr. January 21, 2019

Lincoln's Birthday February 11, 2019

Washington's Birthday February 18, 2019

Spring Break March 18- 22, 2019

****Camp Offered****

Spring Break April 19-22, 2019

Memorial Day May 27, 2019

- **Dates are subject to change.**
- Please reference the activity guide, contact us at (209) 941-7372, or visit the website at Lathrop.recdesk.com for more information on specialty and break camps.

Staff

All Parks and Recreation Staff go through a background check and screening process prior to employment. Staff trainings and workshops are held throughout the year to provide leadership

development, CPR/First Aid/BBP/AED certification, knowledge of policies and procedures, and other education as needed.

Minimum Abilities Required to Participate

To maintain a safe and healthy environment for all children attending Kids' Club, participants must maintain the following minimum standards:

1. Understand and follow basic directions and rules for the program.
2. Maintain basic self-control to ensure the safety of themselves and others in the program.
3. Handle personal hygiene/toileting needs.

POLICIES AND PROCEDURES

Kids' Club has adopted the following policies and procedures to ensure a safe and productive environment.

A. Registration Policies

1. A registration fee of \$10 will be charged annually at the time of registration.
 - Priority Registration will be given to 2017-2018 Kids' Club participants starting May 7, 2018 through May 28, 2018 for the 2018-2019 School Year.
 - Registration for the 2018-2019 school year will take place at the Lathrop Generations Center at 450 Spartan Way or the Lathrop Community Center at 15557 Fifth St., beginning on July 10, 2018.
 - The Lathrop Generations Center and Lathrop Community Center are open Monday-Thursday from 9:00 am to 6:00 pm and Friday from 8:00 am to 5:00 pm.
 - The registration form is required to be filled out every year.
 - In order to participate in the first week of the Kids' Club program (August 8th-10th) registration and payment must be made no later than Friday, July 27th at 5:00 pm. If you register your child between July 30th- August 10th, 2018 your child may start Kids' Club on August 13, 2018.
 - During the School Year please allow 2 business days between the registration date and your child's Kids' Club start date.

B. Financial Policies

1. All of the Kids' Club fees listed below reflect monthly fees. Families have the option to choose from plans that cover 2 days, 3 days and 4 or 5 days a week. *Minimum days are covered in your monthly fees.* Plan availability is based upon school location. **Fees are subject to change at any time.**
 - Before School:
 - Two (2) Days a week for \$32 a month.
 - Three (3) Days a week for \$36 a month.
 - Four (4) or Five (5) days a week for \$40 a month.

- Kinder Club:
 - Two (2) days a week for \$56 a month.
 - Three (3) days a week for \$72 a month.
 - Four (4) or Five (5) days a week for \$95 a month.
 - After School:
 - Two (2) days a week for \$56 a month.
 - Three (3) days a week for \$72 a month.
 - Four (4) or Five (5) days a week for \$95 a month.
 - Kinder Club/After School Combo:
 - Four (4) or Five (5) days a week for \$175 a month.
2. Fees are based on enrollment, not attendance; there are **no adjustments for missed days**.
 3. At the time of registration, your child will be registered for the entire school year. Payment options are as follows:

Payment Option 1: Auto-Pay The City of Lathrop will debit your VISA/ Master card/ American Express/ Discover account on the 15th of the month prior to service. If you choose to end Auto-Pay at any time, you must contact the City of Lathrop, Parks and Recreation Department in writing before the 10th of the month. Payment due dates are as follows:

Program Month	Payment Due Date
August	At the time of Registration (before July 27, 2018)
September	August 15, 2018
October	September 15, 2018
November	October 15, 2018
December	November 15, 2018
January	December 15, 2018
February	January 15, 2019
March	February 15, 2019
April	March 15, 2019
May	April 15, 2019

Payment Option 2: Auto- Pay Opt-Out If you choose to opt out of the auto-pay program, you will still be invoiced for the entire school year at the time of registration. You will receive a reminder invoice via e-mail that your payment installment is due on the 15th of the month, prior to service. Please reference the payment schedule in the above table. You can make payment online at lathrop.recdesk.com or by clicking on your invoice link. Payment can be made over the phone or in person at the Generations Center (209) 941-7372 (450 Spartan Way) or the Lathrop Community Center (209) 941-7370 (15557 5th St.). **A late fee of \$10 per child will be charged for payments made after the 15th of the month prior to service.** If your fees are not paid by the 25th of the month prior to service your child may no longer be able to attend the program.

4. Payments may be made by cash, check or charge. All checks are to be made payable to the *City of Lathrop*. When paying in cash, please have the exact amount. We are unable to make change.
5. Returned checks will be assessed a \$25 processing charge. All returned checks must be paid within 5 days of notification or the child cannot return to the program. All fees from that point forward **must be paid in cash, by cashier's check, credit/debit card, or money order.**
6. A late fee of \$5 will be assessed against any parent and/or guardian who arrives after 6:01 pm and an additional \$1 will be charged for each minute after 6:05 pm. After the third late pick up the parent and/or guardian are required to make an appointment with the Recreation Supervisor to discuss continued care. The parents and/or guardians must make their appointment within two weeks of receipt of the notice. If a parent or guardian is more than 30 minutes late in picking up a child, Recreation staff are required to contact the Lathrop Police Department.

C. Single, Multi-Parent, and Blended Families:

It is our goal to promote a positive environment for children and their families. We are aware that many families may experience issues with divorce and separation. It is important that we maintain good relationships with all adults present in each participant's life. Very clear instructions in regards to custody arrangements (which parent to contact first, who is and isn't allowed to pick up a child, who is responsible for payment) are required. A copy of a court order is required if children are to be released to specific parents or guardians on specific days.

D. Attendance

Please call (209) 941-7372 and leave a message when your child will not be attending the program on a scheduled day. You may also call the Kids' Club site and speak to a staff member or leave a message.

- Lathrop Community Center Kids' Club (209) 941-7375
- Joseph Widmer Kids' Club (209) 992-1095
- Mossdale Kids' Club (209) 992-1150

E. Drop-off and Pick-up

1. Sign-in/sign-out sheets are located at each site. An adult (18 years of age or older) must sign your child in and/or out each day from the program. Please be prepared to provide valid picture ID if requested by Kids' Club staff.
2. Written permission is required in order to release your child to any adult other than those you have indicated on your Kids' Club Emergency Form prior to day of.
3. If you need to add somebody to your pick up list please inform a staff member. You can do so at the Kids' Club site.
4. Program staff will not release a child to any person who appears to be under the influence of drugs or alcohol. Another parent/guardian or someone listed on the emergency contact list will be called to pick up the child from the program. In such event, the Lathrop Police Department will be contacted.

F. Emergency Contact

1. An **Emergency Form** must be completed and include the names, addresses, and phone numbers (work number and home number) of at least (2) local people you wish us to contact in the event of an emergency, when you cannot be reached. The completed emergency form must be submitted at the time of registration.

G. Medical Assessment

1. Please do not bring your child to Kids' Club if they are experiencing flu like symptoms, a rash, or have head lice.
2. Please report any infectious disease or condition as soon as you become aware. Examples include lice, pink eye, hand foot and mouth disease, chicken pox, and flu symptoms. Children may return to the program with a signed statement from a physician indicating the child is no longer contagious. We will report major outbreaks of communicable diseases to all participants' families.
3. If a child becomes sick at Kids' Club, a staff member will contact a parent/guardian or someone listed on the Emergency Form to pick up the child.
4. Staff are unable to administer medicine to your child. If your child has an inhaler, epi-pen, or other required medicine please inform the site Senior Recreation Leader.
5. If your child has a medical condition that staff should be aware of please list this on the registration form.

H. Program Activities

1. Kids' Club maintains a daily schedule which defines the typical sequence of events during a normal day. The time schedule listed at the school site will be approximate and allows for flexibility to follow the interest and choices of indoor and outdoor (weather permitting) activities such as crafts, large and small group games, science, food projects, homework, and more. Time is also provided for snack, clean-up, transition, personal needs, and hygiene.
2. Kids' Club is a recreation based program and encourages participants to engage in fun, active and enriching play. Participants will be encouraged to engage in outdoor and indoor activities as we strive to ensure 60 minutes of creative play each day.

I. Homework

Participants will be given about 30 minutes each day to work on homework. We will encourage participants to keep the noise level down during this time. Staff are able to assist with homework but cannot provide one-on-one tutoring. If a child is unable to complete homework on their own they will be encouraged to complete as much as they can, to read a book, or partake in a quiet activity. If a participant is unable to complete all of their homework in the designated homework time, they can continue to work on homework during free time. Please check your child's homework for completion and accuracy, it is not the responsibility of staff to do so.

J. Snacks/Food Projects

1. A snack will be provided for those attending the After School Program. Some activities in the Kinder Program and After School Program include food projects. It is important that you advise us of any allergies your child may have.

K. Behavioral Expectations

1. Kids' Club strives to create a safe and inviting environment for our participants and their families. Children and parents/guardians are expected to comply with school rules and regulations. We encourage participants and their families to respect themselves, each other, staff, and others' property at all times.
 - Along with school rules, Kids' Club Rules are as follows:
 - Participants are expected to report to Kids' Club immediately after school dismissal
 - Please do not share food
 - Follow staff's instructions the first time
 - Always stay where a staff member can see you
 - Keep all body parts to yourself
 - Clean up after yourself
 - Use kind, indoor voices/ words
 - With parent's permission, toys from home can be brought on Fridays only (we are not liable for lost, stolen, or damaged items)
2. If you have a concern about another participant in the program please address this with the Kids' Club Site Recreation Leader, Tonya at Mossdale and Donna at Joseph Widmer. The Site Leader will communicate with the Recreation Coordinator, investigate the concern, and take necessary steps. Speaking to a child other than your own will not be tolerated. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents/guardians.
3. Behaviors such as running away, fighting, threatening a child or staff, biting, spitting, pushing, rough play, verbal or physical abuse, severe swearing/inappropriate language, misuse or destruction of property, disobedience or disrespect could result in suspension or dismissal from the program.
4. If a child is suspended from a school site they will also be suspended from the Kids' Club Program.

L. Weather Policy

Kids' Club activities will be held both indoors and outdoors throughout the school year. Please make sure your child is dressed accordingly. We will remain indoors for activities if temperatures reach over 100 degrees, are below 30 degrees, or we experience rain.

M. Withdrawal

- You must notify the Recreation Coordinator via email (bnuss@ci.lathrop.ca.us) before the 10th of the month prior to service if you would like to remove your child from the Kids' Club program.

You may withdraw before the program begins and receive a full refund. Refunds may take four to six weeks to process. No prorated withdrawals will be issued once the program begins.

N. Termination

- Your child's participation in Kids' Club may be terminated if:
 1. Fees are unpaid.
 2. Continued tardiness in picking up your child.
 3. Failing to notify the Kids' Club staff when your child will not be attending the program.
 4. Failure to comply with Kids' Club policies.
 5. Inappropriate, participant, parent/guardian behavior

If you have questions, concerns, suggestions, or compliments in regards to the Kids' Club program please do not hesitate to contact the Parks and Recreation Department at (209) 941-7372.

Bree Nuss
Recreation Coordinator | Youth Development
City of Lathrop Parks and Recreation

